

CHAPTER 2
EXAMINATIONS AND REGISTRATION
[Prior to 3/9/88, see Landscape Architectural Examiners Board[540] Ch 2]

193D—2.1(544B,17A) Definitions. As used in these rules, the following definitions of words and terms shall apply.

“*CLARB*” means the Council of Landscape Architectural Registration Boards.

“*Evidence*” means any document or record of any kind of drawings, specifications, photographs, diplomas, registrar’s statements, published data and certified personal statements as may be required as a part of any action on the part of the board.

Each item of evidence shall be clearly marked to ensure positive and certain identification. It shall be the entire responsibility of the applicant to satisfy the board as to the sufficiency of the record and the evidence.

193D—2.2(544B,17A) Applications. An application to take the written examination shall be submitted on the form provided by the board and must be received in the board office no later than the last day of March for the June examination and the last day of September for the December examination.

Successful examination candidates may make application for certificate of registration after meeting the requirements of Iowa Code section 544B.9.

2.2(1) Law and rules. The executive secretary for the board shall forward a copy of Iowa Code chapter 544B and a copy of the rules of the board to each applicant for registration.

2.2(2) Documentary evidence. Each applicant shall submit with the formal application for a certificate of registration documentary evidence that the applicant is clearly eligible under the section of Iowa Code chapter 544B upon which the application is based. All documents shall be 8½” × 11”. Evidence submitted shall be representative of the various aspects of the practice of landscape architecture. The board reserves the right to request additional evidence or information from the applicant. The documentary evidence will be returned to the applicant if a written request is submitted. If a written request is not received within six months of the date of board action on the evidence, the evidence will be destroyed.

193D—2.3(544B,17A) Procedure for processing applications. Each applicant shall be considered individually by the board. A personal appearance before the board, if required, shall be at the time and place designated by the board.

Failure to supply additional evidence or information within 30 days from the date of the written request from the board, or failure to appear before the board when an appearance is requested, may be considered cause for disapproval of the application.

Unless otherwise provided by law, a request for a rehearing before the board shall be filed with the board within 20 days from the date of issuance of the notice containing a copy of the final decision. A judicial review can be filed in accordance with Iowa Code section 17A.19.

193D—2.4(544B,17A) Examination of applicants. Examinations shall be conducted by the board at least once annually.

Applicants need not meet preconditions to take the landscape architecture examination, but must meet requirements of Iowa Code section 544B.9 for registration.

193D—2.5(544B,17A) Written examination. The written examination shall consist of the landscape architectural registration examination published by CLARB and may include supplementary questions developed by the board.

2.5(1) Instructions. A copy of examination instructions and notice of the date and location of the examination will be furnished to each applicant at least 30 days in advance of the examination.

The examination is divided into several sections. An applicant may sit for any or all of the sections at a single sitting. Sections which are passed are not required to be repeated.

An applicant who intends to sit for any sections not previously passed must file an application for reexamination with the proper fee(s) on a form provided by the board which must be received in the board office no later than the last day of March for the June examination and the last day of September for the December examination.

2.5(2) Rescinded, effective April 13, 1988.

2.5(3) Grades. The board shall notify the examinee of the examination grade.

2.5(4) Examinations review process. Candidates may review their own graded examination using the following procedures:

a. Within a maximum of 30 days from the date of the notification of failure, a written request by the candidate may be filed with the Iowa landscape architectural examining board to include:

- (1) Candidate number or name
- (2) Date of examination
- (3) Examination section requested to be reviewed

b. The review time for each failed section may be limited by the board.

c. A board member or staff person must be present to observe and to provide assistance to the candidate.

d. There will be no copying or tracing allowed; however, a candidate may take notes.

e. Candidates shall be allowed to review all their examination, including evaluation guides and evaluators' score sheets.

f. The candidate will sign a statement stating the terms of the review procedure.

g. Rescinded IAB 1/9/02, effective 2/13/02.

193D—2.6(544B,17A) Exemption from the written examination. The board may exempt from written examination an applicant who meets one of the following criteria:

1. The applicant holds a current CLARB certificate; or

2. The applicant holds registration to practice landscape architecture issued by another jurisdiction upon written examination, and has submitted a certificate from the jurisdiction of original registration verifying that the applicant passed the examination in that jurisdiction.

193D—2.7(544B,17A) Certificate of registration. Applicants will be notified by the board of their eligibility or their ineligibility.

2.7(1) Payment. Upon payment of the registration fee, the board will issue the certificate of registration to an eligible landscape architect.

2.7(2) Registration number. The certificate will indicate the registration number of the landscape architect which must appear on the landscape architect's seal and on all works signed by the landscape architect.

2.7(3) Certificate. Only one certificate of registration shall be issued to a landscape architect. The certificate shall be displayed in a conspicuous place in the place of employment.

193D—2.8(544B,17A) Biennial renewal of registration. Original registrations expire June 30 following the date of issuance. Thereafter, the registration period is for two years ending June 30. Applications to renew a registration may be obtained from the board office or on the board's Web site. While the board generally mails renewal applications preceding registration expiration, neither the board's failure to mail an application nor a registrant's failure to receive an application shall excuse the requirement to timely renew and pay the renewal fee.

2.8(1) A completed renewal application, renewal fee and continuing education report are due in the board office by June 30. The registration shall be renewed without further penalty if the renewal application, renewal fee, and continuing education affidavit are received by July 30. If the renewal application, renewal fee and continuing education affidavit are not received by July 30, the registration shall lapse.

2.8(2) Licensees shall notify the board within 30 days of any change of address or business connection.

This rule is intended to implement Iowa Code section 544B.13.

193D—2.9(544B,17A) Reinstatement of registration. An application for the reinstatement of a lapsed certificate of registration shall include a description of the professional activities of the applicant during the period of nonregistration. The fee for reinstatement shall be the current renewal fee, a \$100 penalty, plus continuing education required by the board.

193D—2.10(544B,17A) Fee schedule. The appropriate examination fee or examination exemption filing fee shall accompany the application. Filing fees are not refundable.

Examination fee	not to exceed \$1000
Initial examination filing fee	\$50
Subsequent examination filing fee	\$35
Proctoring fee	\$50
Examination exemption fee	\$300
(This certificate to be effective to the June 30 which is at least 12 months beyond the date of application.)	
Certificate of registration fee	\$15/month
(This certificate of registration to be effective the day of board action until June 30.)	
Biennial registration fee	\$350

193D—2.11(252J) Certificates of noncompliance. The board shall deny the issuance or renewal of a certificate of registration upon the receipt of a certificate of noncompliance from the child support recovery unit of the department of human services according to the procedures in Iowa Code Supplement chapter 252J. In addition to the procedures set forth in chapter 252J, this rule shall apply.

2.11(1) The notice required by Iowa Code Supplement section 252J.8 shall be served upon the registrant or applicant by restricted certified mail, return receipt requested, or personal service in accordance with Rules of Civil Procedure 56.1. Alternatively, the registrant or applicant may accept service personally or through authorized counsel.

2.11(2) The effective date of the denial of the issuance or renewal of a certificate of registration, as specified in the notice required by section 252J.8, shall be 60 days following service of the notice upon the registrant or applicant.

2.11(3) The board's executive secretary is authorized to prepare and serve the notice required by section 252J.8 upon the registrant or applicant.

2.11(4) Registrants and applicants shall keep the board informed of all court actions and all child support recovery unit actions taken under or in connection with chapter 252J and shall provide the board copies, within seven days of filing or issuance, of all applications filed with the district court pursuant to section 252J.9, all court orders entered in such actions, and withdrawals of certificates of noncompliance by the child support recovery unit.

2.11(5) All board fees for applications, license renewal or reinstatement must be paid by registrants or applicants before a certificate of registration will be issued, renewed or reinstated after the board has denied the issuance or renewal or a license pursuant to chapter 252J.

2.11(6) In the event a registrant or applicant timely files a district court action following service of a board notice pursuant to sections 252J.8 and 252J.9, the board shall continue with the intended action described in the notice upon the receipt of a court order lifting the stay, dismissing the action, or otherwise directing the board to proceed. For purposes of determining the effective date of the denial of the issuance or renewal of a certificate of registration, the board shall count the number of days before the action was filed and the number of days after the action was disposed of by the court.

2.11(7) The board shall notify the registrant or applicant in writing through regular first-class mail, or such other means as the board deems appropriate in the circumstances, within ten days of the effective date of the denial of the issuance or renewal of a certificate of registration, and shall similarly notify the registrant or applicant when the certificate of registration is issued or renewed following the board's receipt of a withdrawal of the certificate of noncompliance.

These rules are intended to implement Iowa Code sections 544B.8 and 544B.14 and Iowa Code Supplement chapter 252J.

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